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ABSTRACT

Designed to help students acquire basic library skills, this handbook provides an introduction to the services and types of materials offered by the Wichita (Kansas) State University (WSU) Library. The handbook is arranged in three parts: (1) listings of the hours and services of the library together with the locations and types of materials; (2) an explanation of how books are arranged in the WSU library and how to find them by authors, titles, or subjects through the card catalog or the automated card catalog, LUIS (Library User Information Service); and (3) an introduction to periodical literature and government documents and a demonstration of how to use an index. A glossary of terms is provided, and appendices contain a listing of facilities for students and multiple choice library skills tests for books and periodicals. (KM)

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Library Handbook

for

The Wichita State University

Janet Dagenais Brown
Rebecca Schreiner
Gail Stucky

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Introduction

INTRODUCTION

The library at Wichita State University has a growing collection of 775,000 books and volumes of periodicals and more than 400,000 government documents arranged in open stacks on four levels of the main Ablah library building. Access to this information is through a variety of reference sources and the computerized card catalog called LUIS. Specially-trained reference librarians are also available at the reference desk on the first floor and welcome your questions about using this collection.

This Handbook is an introduction to the services and types of materials offered by the Wichita State University library and is designed to help you acquire basic library skills that will enable you to use the library during your academic career at WSU. The Handbook is arranged in three parts:

PART ONE: Lists hours of the library as well as services, locations and types of materials.

PART TWO: Explains how books are arranged in the WSU library and how to find books by authors, titles, or subjects through the card catalog or LUIS.

PART THREE: Introduces periodical literature and government documents and demonstrates how to use an index.

Library skills tests and a glossary of terms are included at the end of the handbook for your convenience.

This Handbook will help you successfully research any topic or problem in the library and help you become more independent and confident in your search for information, whether at The Wichita State University libraries or any other library or institution.

PART ONE

Library Services and Types of Materials

LIBRARY SERVICES

Hours

Library hours are posted at the front entrance to the library building. In addition, you may call 689-3481 twenty-four hours a day to hear a recording of the current library hours.

GENERAL LIBRARY BUILDING HOURS

Fall and Spring Semesters	
Monday-Thursday	7:30 AM - 10:45 PM
Friday	7:30 AM - 6:00 PM
Saturday	9:00 AM - 6:00 PM
Sunday	1:00 PM - 10:00 PM
Summer Session	
Monday-Thursday	7:30 AM - 10:00 PM
Friday	7:30 AM - 6:00 PM
Saturday	9:00 AM - 5:00 PM
Sunday	1:00 PM - 6:00 PM
Intersessions	
Monday-Friday	8:00 AM - 5:00 PM
Saturday	1:00 PM - 5:00 PM
Sunday	Closed

REFERENCE DESK HOURS

Fall and Spring Semesters, Summer Session	
Monday-Thursday	8:00 AM - 9:00 PM
Friday	8:00 AM - 5:00 PM
Saturday	1:00 PM - 5:00 PM
Sunday	1:00 PM - 6:00 PM
Intersessions	
Monday-Friday	8:00 AM - 5:00 PM
Saturday -Sunday	Closed

SPECIAL COLLECTIONS

Monday-Friday	8:00 AM - 12:00 PM 1:00 PM - 5:00 PM
Saturday -Sunday	Closed

MUSIC LIBRARY

Fall and Spring Semesters	
Monday and Wednesday	8:00 AM - 8:00 PM
Tuesday, Thursday, Friday	8:00 AM - 5:00 PM
Saturday	12:00 AM - 4:00 PM
Sunday	Closed
Summer Session	
Monday-Friday	8:00 AM - 5:00 PM
Saturday-Sunday	Closed
Intersession	
Monday-Friday	9:00 AM - 4:00 PM
Saturday-Sunday	Closed

CHEMISTRY LIBRARY

Monday-Friday	8:00 AM - 5:00 PM
Saturday-Sunday	Closed

INSTITUTE OF LOGOPEDICS TECHNICAL LIBRARY

Monday-Friday	8:00 AM - 5:00 PM
Saturday-Sunday	Closed

Information Desk

Location: First Floor
Phone number: 689-3581

The Information Desk is located just inside the front doors of the library. A staff member is available during all hours the library is open to give directions pertaining to the location of library materials and library services. Library hours are also posted at the Information Desk.

Reference Desk

Location: First Floor
Phone number: 689-3584

Librarians at the Reference Desk can help you locate information, direct you to reference materials, show you how to use LUIS (the computerized version of the card catalog), and answer questions about the organization of the library. You may also pick up request forms for computer searches and Interlibrary Loan materials at the Reference Desk.

Circulation Desk

Location: First Floor
Phone number: 689-3582

Books, periodicals, and government documents are checked out and returned at the Circulation Desk. A current WSU Photo ID is required to check materials out from the library. Materials may be checked out for the lengths of time shown below:

Books	1 month
Single issues of periodicals	1 day
Bound issues of periodicals	3 days
U.S. Government Documents	1 week

A fine of 25¢ per day is charged on overdue materials.

The Circulation Desk can also help when items you are looking for are not on the shelf. Staff at Circulation can tell you if the item is missing or checked out, when it is due to be returned, recall the book from another patron if it has been checked out for more than two weeks, or suggest that you fill out a search request so that library staff may "search" the building for the item for you. Such a search may take several days. If the book you need is checked out, the Circulation Desk will also "Hold" it for seven days for you when it is returned.

Reserve Desk

Location: First Floor
Phone number: 689-3583

When a book or magazine article is assigned reading for a whole class, the instructor can ask that the library place it "on reserve." This allows each class member to use the material for a limited period of time, ranging from a few hours to a few days.

Special Collections

Location: Third Floor
Phone Number: 689-3590

Special Collections contains the University archives, rare books, maps, manuscripts of local and national political and civic figures, copies of all masters' theses written at WSU, a collection of the WSU catalog dating back to 1892, a complete set of Parnassus, the University yearbook, and the Sunflower.

Interlibrary Loan

Location: First Floor
Phone number: 689-3167

In many cases, it is possible to borrow materials that the WSU library does not have from other libraries. Request forms are available at the Interlibrary Loan Office and the Reference Desk. You should allow 7-10 days for materials to be received.

Heimple Room

The Heimple Room is located on the first floor of the library, just east of the elevators. Besides being a pleasant place to study, this room contains the most recent issue of a number of popular magazines, newspapers, including the Wichita Eagle-Beacon and the Wall Street Journal, and all the new books that come into the library. New books are kept in the Heimple Room for two weeks and may be checked out.

Music Library

Location: Room C-116, Duerksen Fine Arts Center
Phone number: 689-3029

The Music Library contains the library's phonograph records, as well as music scores. It also contains stereo record players and cassette playback machines.

Chemistry Library

Location: Room 358, McKinley Hall
Phone number: 689-3120

Many of the library's chemistry periodicals are shelved in this library.

Institute of Logopedics Technical Library

Location: 2400 Jardine
Phone number: 262-8271

A collection of books and journals on speech, language, and hearing disorders is maintained here. Special Education materials are located here as well. WSU students and faculty may borrow books from the Technical Library for two weeks, and journals for twenty-four hours.

TYPES OF MATERIALS

Please come to the Reference Desk when you need assistance locating any of the materials listed below:

Books

Currently, the library houses a collection of over 600,000 books. Most of these books are shelved in stacks on the 2nd and 3rd floors of the library and in the basement. A smaller collection of books, the Reference Collection, is shelved near the Reference Desk on the first floor of the library. The Reference Collection includes materials such as encyclopedias, handbooks, dictionaries, almanacs, directories and indexes to periodicals and newspapers.

Access to all of these materials is through LUIS, the library's computerized card catalog, or the traditional card catalog.

Periodicals

The library presently subscribes to around 3,650 periodicals. Periodicals are intershelved with books on the 2nd and 3rd floors and in the basement. Access to articles within periodicals is through one or more of the subject indexes located in the Reference Collection. More information about how to find periodicals in the library is in part three of this handbook.

Newspapers

The library subscribes to a number of local and national newspapers, including the Wichita Eagle-Beacon, the Wall Street Journal, and the New York Times. The most recent issues of some of these newspapers are kept in the Heimple Room near the elevators on the first floor of the library. The older issues of these newspapers, along with issues of other local, national, and foreign newspapers are shelved in the Reserve Area. Most newspapers are kept for two months and then discarded. Current issues of major newspapers are kept only until a microfilm copy arrives. There are subject indexes to the articles in only a few of the major newspapers to which the library subscribes. These indexes are located in the Reference Collection.

Government Documents

Government Documents are located in the southeast quadrant of the first floor. This section contains a selection of the many reports published by government agencies. The U.S. Census reports are located here, as well as publications on many diverse topics such as drug abuse, solar energy, health, education, or employment. Access to Government Documents is through a special index called the Monthly Catalog of U.S. Government Publications which is located in the Reference Collection.

Micromedia Collection

The library maintains a collection of materials in microfilm, microfiche, and microcard. These include older issues of a number of newspapers, older issues of a very few magazines, and miscellaneous reports in areas such as education, sports, engineering, etc. They are located in cabinets in the Microforms Room which is just across from the Reserve Desk. Staff at the Reserve Desk will assist in the use of the equipment needed to read and copy these materials. Access to the Micromedia Collection is through LUIS and/or the Card Catalog.

College Catalogs

The library has microfiche editions of all U.S. and many foreign college and university catalogs. These are located near the Reference Desk.

Telephone Directories

Telephone directories for major U.S. cities, most cities and towns in Kansas, and a few foreign cities are shelved near the Reference Desk.

Music Scores and Recordings

Performance scores and recordings of music are housed in the Music Library, Room C-116 of Duerksen Fine Arts Center. Scores may be checked out by WSU students.

Annual Reports of Corporations

Annual reports of selected U.S. corporations are maintained in file cabinets located behind the elevators on the second floor. Certain companies important to Wichita (e.g. Boeing, Coleman) are available under call numbers in the stacks. Additional annual reports are available in microfiche located in the Microforms Room.

PART TWO

BOOKS

FINDING BOOKS IN THE LIBRARY

You can find books in the library by using either of two systems--the card catalog or LUIS (Library User Information Service), which is a computerized version of the card catalog. Both are located on the first floor of the library near the Reference Desk. LUIS terminals are on tables and in study carrels in the Reference Area.

Use LUIS first to locate all BOOKS and SERIALS held by Ablah Library. If the item you need is not listed on LUIS, then try the card catalog. SERIALS are works that are issued in a series. Who's Who in America, an annual publication, is an example of a serial.

You can find bibliographic information about books in both LUIS and the card catalog if you know the AUTHOR, the TITLE, or the SUBJECT of the books. Instructions for using LUIS are given below, followed by instructions for using the card catalog.

LUIS

1. BASIC COMMANDS

   a. For introductory searching instructions, type
      --e to view a GENERAL INTRODUCTION to LUIS
      --a, t, or s to view more detailed AUTHOR, TITLE, or SUBJECT searching instructions
      --h for HELP at any point in your search

   b. To search LUIS for AUTHORS, TITLES and SUBJECTS, type the following commands:

COMMAND:		EXAMPLE:	
	a=		a=oates j (ENTER)
	t=		t=wheel of love (ENTER)
	s=		s=resumes (ENTER)

      When searching for titles, omit initial articles (a, the, an). In the example above, "the" is omitted from the title, The Wheel of Love.

   c. After typing any command, press ENTER key.

2. TRUNCATION

   A search term may be truncated, or shortened, by typing only as

much of a name or phrase as is necessary to identify the wanted item. Truncate terms when you: a) are unsure of how to spell words or names, or b) wish to broaden your search.

EXAMPLE: The search request s=luna would retrieve

--luna alvaro de
--lunacharskii anatolii vasilevich
--lunar craters

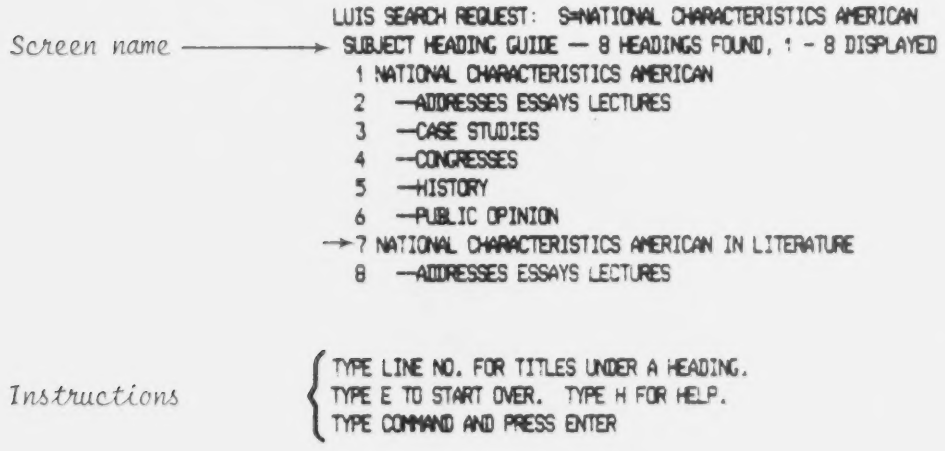
3. COMPLETING YOUR SEARCH: A sample SUBJECT SEARCH.

Reproduced below is a subject search which demonstrates the steps you must go through to find the bibliographic record for a book.

Step a: Type your search request. Because LUIS ignores punctuation and capitalization, both the requests below will work.

s=National characteristics, American (ENTER)
s=national characteristics american (ENTER)

Below is an example of the subject screen which is retrieved through this request. Notice the instructions that appear at the bottom of the screen. They will tell you how to continue your search, how to manipulate the various screens, and how to start over. Screen names (the second line on a LUIS screen) are important to note, also, for they are used to move back and forth from screen to screen.


LUIS SEARCH REQUEST: S=NATIONAL CHARACTERISTICS AMERICAN
Screen name
SUBJECT HEADING GUIDE — 8 HEADINGS FOUND, 1 - 8 DISPLAYED
1 NATIONAL CHARACTERISTICS AMERICAN
2 —ADDRESSES ESSAYS LECTURES
3 —CASE STUDIES
4 —CONGRESSES
5 —HISTORY
6 —PUBLIC OPINION
7 NATIONAL CHARACTERISTICS AMERICAN IN LITERATURE
8 —ADDRESSES ESSAYS LECTURES
Instructions
TYPE LINE NO. FOR TITLES UNDER A HEADING.
TYPE E TO START OVER. TYPE H FOR HELP.
TYPE COMMAND AND PRESS ENTER

Step b: Type the line number for the subject heading you are interested in.

7 (ENTER)

```
LUIS SEARCH REQUEST:  S=NATIONAL CHARACTERISTICS AMERICAN
 SUBJECT/TITLE INDEX — 3 TITLES FOUND, 1 - 3 DISPLAYED

NATIONAL CHARACTERISTICS AMERICAN IN LITERATURE
   1 SACRED GAME: PROVINCIALISM AND F (1985)WS ABLA:PS169.F7;V66 1985
→  2 HAWTHORNE MELVILLE AND THE AMERI (1984)WS ABLA:PS217.N38;M38 1984
   3 DOS PASSOS: ARTIST AS AMERICAN   (1979)WS ABLA:PS3507.0743;Z925

TYPE LINE NO. FOR BIBLIOGRAPHIC RECORD WITH HOLDINGS.

TYPE G TO RETURN TO GUIDE.  TYPE E TO START OVER.  TYPE H FOR HELP.
TYPE COMMAND AND PRESS ENTER
```

Step c: Type the line number for the title you are interested in.

2 (ENTER)

```
 LUIS SEARCH REQUEST:  S=NATIONAL CHARACTERISTICS AMERICAN
→BIBLIOGRAPHIC RECORD — NO. 2 OF 3 ENTRIES FOUND

MCWILLIAMS, JOHN P. ..........................................→ Author
  HAWTHORNE, MELVILLE, AND THE AMERICAN CHARACTER : A LOOKING-GLASS BUSINESS /....→ Title
JOHN P. MCWILLIAMS, JR. — CAMBRIDGE (CAMBRIDGESHIRE) , NEW YORK : CAMBRIDGE.....→ Publisher
UNIVERSITY PRESS, 1984.......................................→ Publication date
  XI, 261 P. ; 24 CM. — (CAMBRIDGE STUDIES IN AMERICAN LITERATURE AND CULTURE)
  INCLUDES BIBLIOGRAPHICAL REFERENCES AND INDEX.
 SUBJECT HEADINGS (LIBRARY OF CONGRESS; USE S= ):
    AMERICAN LITERATURE--19TH CENTURY--HISTORY AND CRITICISM.
    NATIONAL CHARACTERISTICS, AMERICAN, IN LITERATURE.
    UNITED STATES IN LITERATURE.                                  }.....→ Tracings
    HAWTHORNE, NATHANIEL, 1804-1864--KNOWLEDGE--HISTORY.
    MELVILLE, HERMAN, 1819-1891--KNOWLEDGE--HISTORY.

 LOCATION:  ABLAH LIBRARY.....................................→ Location
 CALL NUMBER:  PS217.N38 M38 1984.............................→ Call number
 CIRCULATION STATUS:  NOT CHARGED OUT. IF NOT ON SHELF, ASK AT CIRCULATION DESK.→ Circulation status

Instructions {
 TYPE M FOR NEXT RECORD.
 TYPE I TO RETURN TO INDEX, G TO RETURN TO GUIDE, E TO START OVER, H FOR HELP.
 TYPE COMMAND AND PRESS ENTER
```

4. SELECTING A SUBJECT HEADING

The sample search above used the subject heading, "National characteristics, American". How did the searcher know the term was used in LUIS? The answer: The Library of Congress Subject Headings, a two-volume set of books in the Reference Area, lists all the headings used in Ablah Library's catalogs. Reproduced below is an entry from LCSH.

National characteristics *(CB195-7; Europe, CB203)*
sa Ethnopsychology
Local color in literature
x Characteristics
National images
National psychology
Psychology, National
xx Anthropology
Ethnopsychology
Nationalism
Social psychology
— Anecdotes, facetiae, satire, etc.
See Ethnic wit and humor
National characteristics, American
sa Uncle Sam (Nickname)
x American national characteristics
National characteristics, Chinese, [French, Russian, etc.]
National characteristics, Japanese
sa Bushido
National characteristics, Korean
sa Hwarangdo
National characteristics in literature
National churches

5. KEYS TO SUCCESSFUL SEARCHING

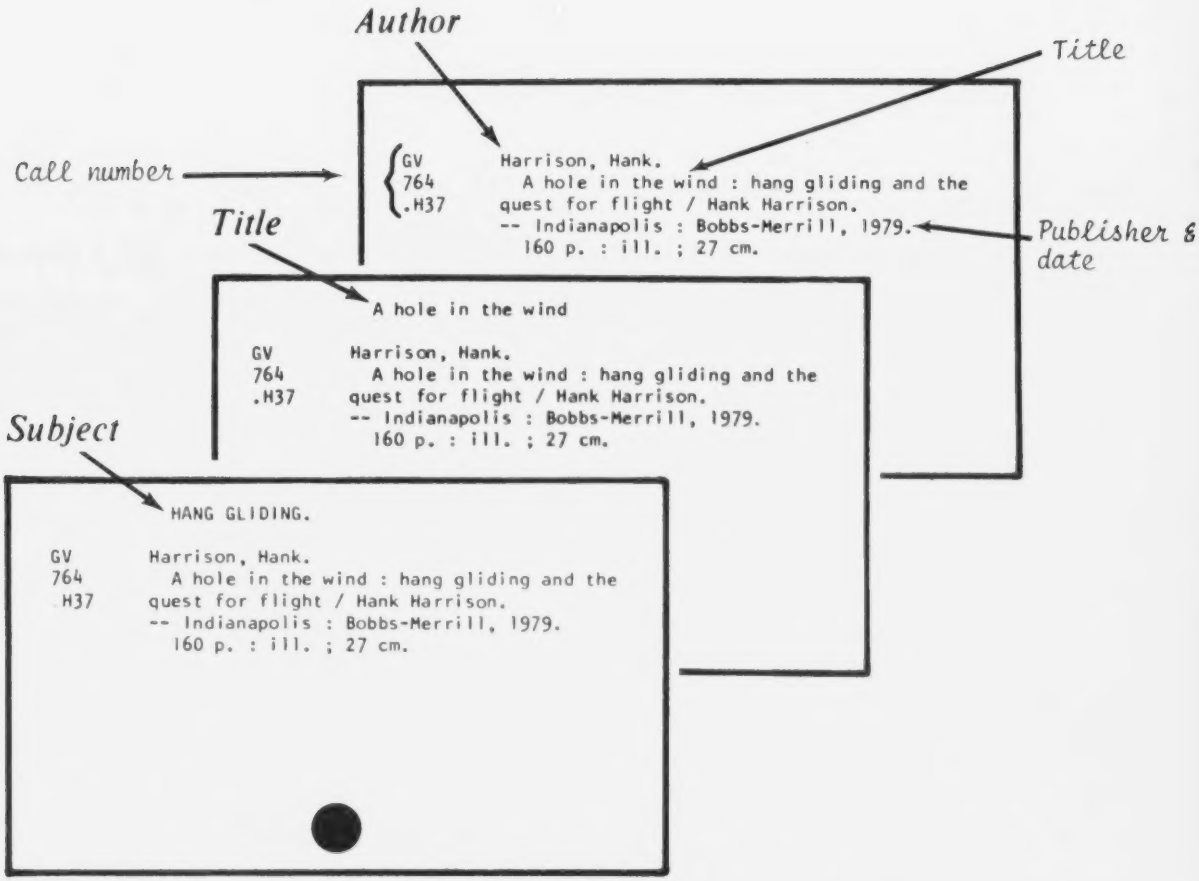
a. Omit initial articles (a, an, the) when searching by title.
b. Ignore punctuation when entering commands into LUIS
c. When searching by author, search with last name first.
d. Information is sent to the computer only after you press ENTER.
e. If the keyboard locks while you are searching LUIS, press RESET.
f. If you make a typing error, use the left arrow key to backspace over the error, then type over it.
g. There is no need to clear the screen before beginning a new search.
h. Consider all possible variant spellings of words and names (e.g., labor and labour).
i. Use the numbers at the top of the keyboard when typing in numbers.
j. Check with the Reference Librarian if you are having problems looking under names and subject headings.

CARD CATALOG

The card catalog is the traditional tool for finding books in most libraries. Their card catalogs function in much the same manner as Ablah Library's. In Ablah Library, however, LUIS is more up-to-date than the card catalog.

The card catalog, like LUIS, enables you to find books by AUTHOR, TITLE or SUBJECT. Different cards exist for each of these approaches. These cards contain much of the same information as the LUIS BIBLIOGRAPHIC RECORD.

Reproduced below are the author, title, and subject cards for a book in Ablah Library.



ARRANGEMENT OF CARDS IN THE CARD CATALOG

1. The three types of cards are filed together in alphabetical order by the first line of information on the catalog card. The catalog, therefore, is one long alphabetical list of materials, starting with "A" in the first drawer of the first cabinet and ending with "Z" in the last drawer of the last cabinet.
2. When the first line of information is the same on two or more cards, the cards are usually filed alphabetically by the second line of the card. For example, the cards for these books by Joyce Carol Oates are filed under "Oates, Joyce Carol" in this order:

   Unholy Loves: A Novel
   The Wheel of Love
   Where Are You Going, Where Have You Been?

Like LUIS, the card catalog ignores initial articles. Look under "Wheel," for example, not "The."

3. If numbers appear on the first or second lines of the catalog card, they are filed as though the numbers were spelled out. For example, the number "500" would be filed in the "F" section of the catalog as though it were spelled out "five hundred."

ARRANGEMENT OF MATERIALS IN THE LIBRARY: CALL NUMBERS

Each item in Ablah Library is assigned a unique call number from the Library of Congress classification system, which arranges the books on the shelves according to a subject scheme (See Figure 1). In LUIS, the call number is written out on one line in the CALL NUMBER field. In the card catalog, call numbers appear on the upper left corner of each catalog card. Although these numbers are written out differently in the two systems, they will be used in the same way to locate books on the shelves.

LUIS call number: PS 217 .N38 M38 1984 Card Catalog call number: PS
217
.N38
M38
1984

Call numbers are location numbers for books and periodicals in the library. Listed below are the steps to follow when locating these materials:

Step 1. Finding the correct floor. Materials are located on three different floors, in alphabetical order by the first letter of the call number. The call numbers are divided among the three floors as follows:

Call numbers beginning A-G	3rd floor
Call numbers beginning H-P	2nd floor
Call numbers beginning Q-Z	Basement

The book with the call number listed above can be found on the second floor.

Step 2. Finding the book. Call numbers are arranged on the shelves in the same manner on each floor. Shelving starts at the west stairway (at the "*" in the plan below) and continues in counter-clockwise direction around the floor. The layout of the second floor is shown on the map on page 16.

OUTLINE OF
LIBRARY OF CONGRESS
CLASSIFICATION

A General Works

B Philosophy, Psychology, Religion

C Auxiliary Sciences of History

D History: General and Old World

E History: America

F U.S. Local History and America Except the United States

G Geography, Anthropology, Recreation

H Social Sciences

J Political Science

K Law

L Education

M Music and Books on Music

N Fine Arts

P Language and Literature

Q Science

R Medicine

S Agriculture

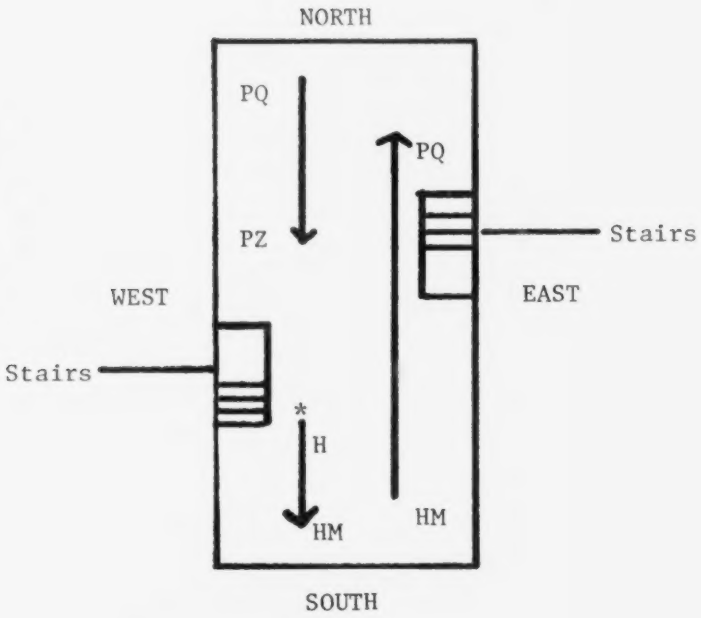
T Technology

U Military Science

V Naval Science

Z Bibliography and Library Science

Figure 1.



Call numbers: First line. The materials are initially arranged on the shelves according to the first line of the call number, which usually consists of one or two letters. For the call number on the previous page, (PS 217 .N38 M38 1984) first find the "P" section, then follow the alphabet through "P", "PB", etc., until you arrive at the section beginning with "PS."

Call numbers: Second line. After finding the correct area for the first line, move on to the second line, which is numerical. Simply count "PS 1," "PS 2," and so forth, until you find PS 217.

Call numbers: Third line. After materials are arranged in order on the shelves by the first and second lines of the call number, they are then arranged by the third line. This line consists of a decimal point, a letter, and a number (.N38 in our example). Follow the letters alphabetically until you arrive at the "N" section, then move to the number, which is a decimal number. To clarify this part of the call number, simply transpose the decimal point so that the number reads .38 or 38/100. This means that

.3 is smaller than
.38, which is smaller than
.4

Call numbers: Fourth and subsequent lines. Some call numbers contain only three lines; some have several more. Simply treat the fourth line (here M38) as you did the third. Look for the fifth line numerically (the fifth line in our number is 1984).

Step 3. Special locations. Some books are not located in strict call number order as described earlier. To discover where they are located, you must check LUIS and the card catalog in different ways. Below are examples illustrating locations in the library:

LUIS:	Card Catalog
Location: Ablah Library Reference	Ref
Call number: PS21 .H3 1983	PS
Circulation Status: (Circulation is restricted)	21
	.H3
	1983

The following table gives examples of other special symbols and their location in the library.

LUIS	CALL NUMBER SYMBOL	TYPE OF MATERIAL	LOCATION	EXAMPLE
Reference	Ref	Reference materials	Reference Area 1st floor	Ref AP 1 C76
Spec Coll	Spec Coll	Rare and old materials	Special Collections 3rd floor	Spec Coll 136
Gov Doc	Gov Doc	U.S. Government Documents	Documents area 1st floor	Gov Doc FS5.3 982/1
On Reserve	no symbol *	Materials placed on reserve	Reserve Room	
Chemistry Library	Chem	Specialized chemistry materials	Chemistry Library 358 McKinley Hall	Chem QD 41 K4119 1893
Inst. of Logopedics	Logo	Materials on speech and hearing disorders as well as more general volumes	Logopedics Library 2400 Jardine St.	Logo QP 306 B75
Music Library	Music	Special music materials	Music Library C116 Duerksen Fine Arts Center	Music ML 3 Z49
Ablah Library folio	folio	Oversize books too large to be shelved with normally-sized books	A-G on 3rd at end of G's H-P on 2nd at end of P's Q-Z in basement at end of Z's	R 210 C19 folio

* no symbol, a plastic sleeve marked Reserve is placed over the card in the catalog

MATERIALS LISTED IN LUIS AND THE CARD CATALOG

The following formats are listed in LUIS and the card catalog:

Books

Magazines

Theses and dissertations

Newspapers

Audio-visual materials

Exceptions

The card catalog and LUIS do not list some miscellaneous reference materials, the individual articles in newspapers and magazines, or most U.S. Government Documents.

The miscellaneous reference materials that are not included in LUIS or the card catalog are:

Telephone directories

College catalogs

These materials are located in the Reference Area. The Librarian at the Reference Desk can direct you to them.

When you cannot find a book: When a book that is listed in LUIS or the card catalog should be on the shelf and is not, check for further information at the Circulation Desk.

PART THREE

Periodicals

and

Government Documents

PERIODICALS

DEFINITION

A periodical is a publication which contains a collection of magazine or journal articles and is issued several times a year--usually weekly, monthly, or quarterly. Since periodicals come out at frequent intervals, the articles in them are often very up-to-date and reflect contemporary ideas or events. Information in periodicals is usually more current than that found in books. For example, you can find the following in periodicals:

-- a current political event

-- a journal article written in 1983 describing the 1983 use of recombinant DNA techniques to discover growth hormone in mice

-- recent studies discussing if there is a correlation between the crime rate and the incidence of a full moon

-- inflation and unemployment statistics for the months just past

Differences between articles in journals and articles in magazines are:

Journal Articles	Magazine Articles
1. Scholarly account	1. Popularized account
2. Written for experts	2. Written for mass consumption
3. Signed by author	3. Usually no author's name attached
4. Bibliography at end	4. Usually has no bibliography
5. Usually published by academic or association presses	5. Usually published by commercial presses

Journal articles and magazine articles are similar in the way in which they are published:

1. ARTICLES are combined in groups of 5 or more to form an ISSUE.

2. ISSUES are published 3 or more times per year.

3. At the end of the year, libraries combine ISSUES to form BOUND VOLUMES.

4. VOLUME numbers usually begin with #1 and continue. The total collection of all issues and volumes is called a TITLE, or specifically, a JOURNAL TITLE or MAGAZINE TITLE.

5. Any TITLE with ISSUES published three or more times a year is a PERIODICAL.

6. PERIODICALS are part of a larger group of materials, some of which are published less than 3 times per year, called SERIALS.

FINDING A PERIODICAL ARTICLE IN THE LIBRARY

Step 1: SELECT AN INDEX TO FIND ARTICLES ON A TOPIC.

An index takes a set number of issues of magazines or journals and lists each article within them alphabetically by topic, and, at times, by author and title. Following are examples of indexes on different topics and their locations in the Reference area in Ablah Library.

General Science Index. (Index Table West 5)
Art Index. (Index Table South 3)
Reader's Guide to Periodical Literature. (Index Table South 3)
Social Sciences Index. (Index Table South 1)
Humanities Index. (Index Table South 4)
Business Periodicals Index. (Index Table North 4)
Education Index. (Index Table South 1)
Applied Science and Technology Index. (Index Table North 6)

Step 2: CHOOSE THE MONTH OR YEAR OF THE INDEX COVERING THE TIME PERIOD OF YOUR TOPIC.

On the spine of the index you will note dates included in each volume. The most recent articles will be in paperback versions of the index. In most cases, you will want to begin with the most recent issues and work back in time.

Step 3: LOOK UP YOUR TOPIC IN THE INDEX.

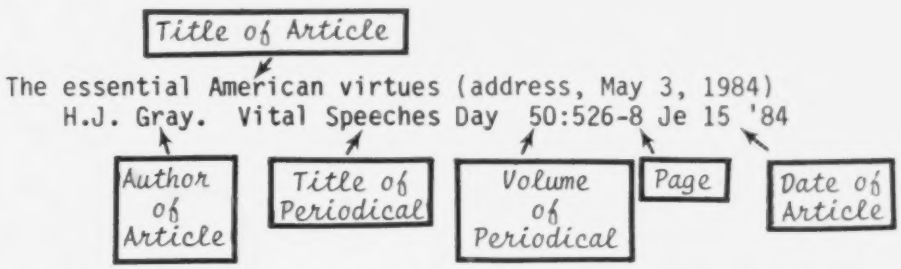
Topics appear in dark type and below each one is an indented list of articles in smaller, lighter type. Topics may also have subheadings with additional articles under each subheading. In the example below from Reader's Guide, "Americans" is a main heading and the indented heading--"Photographs and photography" is a subheading. The term "American visitors in foreign countries" is not used in this index. This entry tells you to SEE (look under) "Visitors, foreign" in the same index volume to find articles on this topic. SEE ALSO suggests additional terms you may wish to look under in the same index volume for more articles.

From the March 1984 - February 1985 volume of Reader's Guide to Periodical Literature

American visitors in foreign countries *See* Visitors, Foreign
American Wholesale Booksellers Association ← "see"
New wholesaler group lists problem areas. A. Symons. *Publ Wkly* 226:19 N 9 '84
American Woman's Economic Development Corporation
Help for your business. K. Barrett. *Ms* 12:26 Ja '84
American Woman's League
An empire of women. E. Fendelman. il por *Am Herit* 35:70-6 Ag/S '84
American Women in Radio and Television
Essence woman [president J. Warrick-Crisman] D. Giles. il por *Essence* 15:46 Jl '84
American youth *See* Youth
Americana
Americana in calendars—1985. J. Rosenbluth. il *Americana* 12:34 N/D '84
The collectors: celebrating early America [R. Natkin and J. Dolnick] A. Berman. il pors *Archit Dig* 41:168-74 Mr '84
Americans ← "Main heading"
See also ← "see also"
Arab Americans
Cuban Americans
French Americans
Italian Americans
Japanese Americans
Mexican Americans
Morale, National
Norwegian Americans
Southerners
Texans
West Indian Americans
All right, what kind of people are we? L. Morrow. il *Time* 124:108 Jl 30 '84
The American character [discussion of November/December 1983 article] A. Inkeles. il por *Cent Mag* 17:41-59 Ja/F '84
Americans at home [special section] il *Better Homes Gard* 62:63-102+ Jl '84
The best of the new generation [special issue; with editorial comment by Lee Eisenberg and Phillip Moffitt] il *Esquire* 102:12+ D '84
* The essential American virtues [address, May 3, 1984] H. J. Gray. *Vital Speeches Day* 50:526-8 Je 15 '84
Gluttons for happiness. J. J. Buck. il *Vogue* 174:132+ D '84
Photographs and photography ← "Subheading"
Shows we've seen: three Americans at MOMA. H. V. Fondiller. il *Pop Photogr* 91:170 Ag '84

Step 4: NOTE THE KINDS OF INFORMATION GIVEN FOR EACH PERIODICAL ARTICLE LISTED

Write down all the information listed. Each entry for a particular article is called a CITATION or REFERENCE. The starred citation from the example in Step 3 is analyzed here:


Title of Article
The essential American virtues (address, May 3, 1984)
H.J. Gray. Vital Speeches Day 50:526-8 Je 15 '84
Author of Article
Title of Periodical
Volume of Periodical
Page
Date of Article

Note also the list of "Abbreviations" at the front of the volume which explains dates and other abbreviations.

Step 5: TO FIND THE FULL TITLE OF THE PERIODICAL, LOOK FOR THE ABBREVIATED TITLE IN THE LIST PROVIDED AT THE FRONT OF THE INDEX.

U

U S Cathol — U.S. Catholic
***U S News World Rep** — U.S. News & World Report
UN Mon Chron — UN Monthly Chronicle
UNESCO Cour — The UNESCO Courier
USA Today — USA Today

V

→ **Vital Speeches Day** — Vital Speeches of the Day
Vogue — Vogue

W

Wash Mon — The Washington Monthly
Weatherwise — Weatherwise
Wilderness — Wilderness
Women's Sports — Women's Sports
Work Woman — Working Woman
Workbench — Workbench
World Health — World Health
World Press Rev — World Press Review
World Tennis — World Tennis
***Writer** — The Writer

Step 6: LOOK FOR THIS TITLE IN THE COMPUTERIZED PRINTOUTS LOCATED ON THE INDEX TABLES ON THE 1st FLOOR OF THE LIBRARY OR BY THE ELEVATORS ON THE OTHER FLOORS.

The computer printout is an alphabetical list of the titles of all of the periodicals in the library. The library does not subscribe to all the periodicals covered by the indexes. The printout includes all current library subscriptions as well as titles of periodicals the library has discontinued. The printout does not include serials--those publications that appear less frequently than three times per year. On each page of the printout are three columns. The first column gives you the complete title of the periodical and its call number; the second and third columns tell you with which volume and year the library began its subscription. A hyphen (-) after the beginning volume and year and no other information given under "END" indicates that the library has complete holdings of that title and is currently subscribing. For example:

TITLE	VOLUMES BEGIN	VOLUMES END	YEARS BEGIN	YEARS END
TODAYS EDUCATION CALL NUMBER - PER L 11 N15	0001 -		1913 -	

A slash (/) after the beginning volume and year indicates the library has incomplete holdings. For example:

TITLE	VOLUMES BEGIN	VOLUMES END	YEARS BEGIN	YEARS END
VITAL SPEECHES OF THE DAY CALL NUMBER - PER PN 6121 V52	0001	/	1935	/

A volume number or year in the "END" column indicates the library no longer subscribes to that periodical. For example:

TITLE	VOLUMES BEGIN	VOLUMES END	YEARS BEGIN	YEARS END
SPEECH MONOGRAPHS CALL NUMBER - PER PN 4077 S6	0001 -	0042	1934 -	1975

You may also use LUIS to find titles of currently received periodicals. However, if the library has stopped subscribing to a journal or magazine, you will still need to find the call number for that title in the printout.

Step 7: COPY DOWN THE CALL NUMBER FOR EACH PERIODICAL YOU NEED, NOTING TIME PERIOD FOR WHICH THE LIBRARY HAS SUBSCRIBED TO THE PERIODICAL.

Step 8: REFER TO THE LIBRARY'S STACK GUIDE TO DETERMINE ON WHICH FLOOR YOUR PERIODICAL WILL BE LOCATED.

Bound and unbound issues of periodicals are intershelved with books. Call number ranges begin at the west stairway on each floor and continue counter-clockwise around the room. Keep in mind that the

abbreviation "per" before the call number simply tells you that this item is a periodical rather than a book. It does not indicate location.

LOCATIONS

Book and Periodical Collection.

Call numbers beginning A - G	3rd floor
Call numbers beginning H - P	2nd floor
Ref call numbers & Gov Docs	1st floor
Call numbers beginning Q - Z	basement
Call numbers followed by "folio"	end of sequence on each floor

Step 9: LOCATE YOUR CALL NUMBER ON THE APPROPRIATE FLOOR OF THE LIBRARY.

Step 10: FIND THE VOLUME NUMBER WHICH WAS LISTED IN THE INDEX YOU USED, THE DATE OF THE ISSUE WITHIN THAT VOLUME, AND, FINALLY, THE PAGE NUMBERS FOR THE ARTICLE WITHIN THAT ISSUE.

PERIODICAL ABSTRACTS

An abstract takes a set number of issues of magazines, journals, newspapers, etc., and lists each article within them by topic, author, and title. In addition, it provides a summary of each article. The significant difference between an abstract and an index is that an abstract is divided into two sections, whereas an index has only one. The two sections of an abstract are: 1) a numerical listing of all the articles explained by the tool and a summary of each and 2) a subject index to the list. The two sections may be published together or separately.

To use an abstract:

1. Find the month or year of the abstract covering the time period of your topic.
2. Look up your topic in the subject index part of tne abstract. Following is a subject index entry from an abstract (in this case, Psychological Abstracts):

Drug Addiction [See Also Heroin Addiction]
advantages & phases of art therapy, drug addicts, 11080
apprenticeships with addict-established therapy groups, training of therapists in drug addiction, 11183
art therapy in addict rehabilitation program, 4146
attitudes toward one's own body, drug abusers attempting suicide & drug addicts, 12945
attitudes toward treatment of addiction as reflected by staff involvement & therapeutic community structure & psychiatric orientation, narcotic addiction treatment staff, 11071

3. Note the number and look it up in the numerical listing, or the abstract section, of the year or month in question. An example is listed below:

11080. **Harms, Ernest.** (Addiction Service Agency, New York, NY) **Art therapy for the drug addict.** *Art Psychotherapy,* 1973(Apr), Vol 1(1), 55–59. —Much art work is produced spontaneously by drug addicts. The alignment between art and therapy with this group is spelled out. Such therapy must be individual. Advantages include (a) the nature of art as a physical activity which satisfies innate needs for play and action, (b) art as a skill or occupation, (c) art as a creative or expressive outlet, and (d) art as psychotherapy. The 1st phase of therapy with addicts involves a development from simple doodling to a more self-conscious approach. In the 2nd phase the addict moves into a state of independent creation where drug dependence is felt as interfering with the creative impulse. A case history is presented where a successful struggle against addiction was significantly aided by art therapy. —*J. Richman.*

4. Write down the citation or reference to the article. Locate the article in the library by again following steps 6-8 in the previous section.

WHEN YOU CAN'T FIND A PERIODICAL

1. In the printout.
   a. The periodical may be listed a different way. For example, periodicals published by associations may be under the name of the organization. Publications of the Modern Language Association is listed "Modern Language Association, Publications."

      OR

   b. The library has never subscribed to the journal or did not subscribe during the particular year of your article. In this case you may use INTERLIBRARY LOAN.

2. On the Shelf.

   If the particular volume of a periodical is not on the shelf, give your call number to Circulation on the first floor.

3. Interlibrary Loan.

   You may ask at the Reference Desk for an interlibrary loan form and fill in the citation for your article. Remember that these forms will ask you to verify your citation which means you will need to give the name and date or volume of the index where you found reference to your article. It will take Interlibrary Loan 5 to 10 days to get an article for you. Generally, you will receive a photocopy of your article, not an entire issue.

SUMMARY

1. Choose an index appropriate to your topic.
2. Decide in which year(s) you want articles and select the correct index volume(s).
3. Look up your topic (or author or title) in the index.
4. Write down all the information listed for the articles you want to find.
5. Look up your periodical title in the computer printout to get the call number.
6. Use the stack guide to find on what floor the call number is located.
7. Locate the volume of the periodical using the volume number in your citation.

ONLINE DATABASES

An online database takes a set number of issues of magazines, journals, newspapers, etc. and indexes their contents by topic, author, and title so that a bibliography on a specified topic may be retrieved from it. The indexing is unique in that articles are frequently listed by more than one topic, and topics can be combined in many different ways in order to find the appropriate

materials. Online searches can be performed for you very quickly by the librarians. The end product is a list of citations, and, at times, summaries of the articles. The library charges a fee for online searches. If you are interested in having one conducted, consult with one of the librarians at the Reference Desk. He/she will help you determine if a search is essential to your research and will guide you to the appropriate subject specialist.

Brief Annotated Guide to Periodical Indexes

Following are selected titles of indexes to periodicals that you may wish to use for a variety of different topics. A brief description of the index, as well as location on the first floor index tables, is given after the title.

Title	Index Table
BUSINESS	
Business Periodicals Index. Monthly subject index to information in business magazines and journals.	4 North
Predicasts: Funk and Scott Index of Corporations and Industries. Weekly index to business information in periodicals, special reports, trade journals and pamphlets. Indexes are by SIC code, company name or product or service.	4 North
EDUCATION	
Education Index. Monthly subject and author index in fields such as teacher education, counseling, teaching methods and curriculum, higher education, and related fields.	1 South
ERIC--Current Index to Journals in Education (CIJE). Monthly guide to current periodical literature in education. Has author, subject, journal contents, and source journal indexes. Includes abstracts.	1 South
ERIC--Resources in Education (RIE). Monthly abstract journal announcing recent report literature on microfiche related to the field of education. Several indexes include subject, author, and sponsoring institution.	1 South

HEALTH SCIENCES

Abridged Index Medicus. 5 West
A monthly index of 117 English-language biomedical journals. Has monthly subject and author indexes.

Cumulative Index to Nursing and Allied Health Literature. 5 West
Bimonthly author and subject index to allied health fields.

International Nursing Index. 5 West
Quarterly subject and author index to international allied health and nursing journals.

HISTORY

America: History and Life. 5 East
Abstracts and bibliographical citations of articles on the history and culture of the United States and Canada from prehistoric times to the present. Has subject and author indexes. Published three times per year.

Historical Abstracts. 5 East
A quarterly index/abstract to all branches of world history from 1450 to the present. Contains subject and author index.

HUMANITIES

Art Index. 2 South
A quarterly cumulative subject and author index to archaeology, architecture, art history, graphic arts, interior design, photography, and related fields.

Essay and General Literature Index. 4 South
A semi-annual author and subject index to collections of essays with particular emphasis on materials in the humanities and social sciences.

Humanities Index. 4 South
Quarterly author and subject index to all fields in the humanities such as classics, folklore, history, language and literature, philosophy, and religion.

MLA International Bibliography. 4 South
An annual classified listing of books and articles published on modern languages, literatures, folklore, linguistics, and critical theory. Subject index since 1981.

INTERDISCIPLINARY

Book Review Digest. 1 North
Provides excerpts of and citations to reviews of current fiction and non-fiction in the English language.

Book Review Index. 1 North
Provides citations to reviews of books but provides no excerpts. However it covers more books than Book Review Digest.

New York Times Index. 1 North
Bimonthly subject index to the New York Times. Articles arranged chronologically under subject heading. Copies of the New York Times from 1851 to as recently as several months ago are on microfilm.

Reader's Guide to Periodical Literature. 3 South
Semimonthly author and subject index to periodicals, such as Time or Newsweek, of general interest published in the United States.

SCIENCE

Applied Science and Technology Index. 6 North
A quarterly cumulative subject index to fields such as aeronautics, chemistry, computer technology, engineering, physics, mathematics, industrial arts, and related fields.

General Science Index. 5 West
Monthly subject index to fields such as astronomy, atmospheric science, biology, chemistry, mathematics, physics, zoology, and other related areas in the sciences.

SOCIAL SCIENCES

P.A.I.S.: Public Affairs Information Service 5 East
Monthly author and subject index to books, pamphlets, government publications, reports, and articles relating to business, economic and social conditions, and international relations throughout the world.

Social Sciences Index. 3 South
Quarterly author and subject index to anthropology, economics, planning, political science, sociology, and related fields.

GOVERNMENT DOCUMENTS

"Government Documents" are the publications of the many agencies and departments of the U.S. Government. They come in many forms--books, reports, maps, magazines, pamphlets, and microfiche. Government documents that you may already be familiar with include the Census of Population and the Congressional Record.

LOCATION IN THE LIBRARY

The WSU Library receives a selection of the government publications that are available. Government documents in the WSU Library are located in the southeast quadrant of the first floor, behind and to the left of the Reference Desk.

Government documents at WSU are not arranged by the Library of Congress Classification System like the rest of the materials in the library, but by Superintendent of Documents (SUDOCS) number. This classification system groups publications by government agency rather than by subject. Each agency is assigned an alphabetical designation: "A" for Department of Agriculture, "HE" for Department of Health and Human Services, etc.

The Monthly Catalog of U.S. Government Publications

Most of the government documents that the library has are not listed in the card catalog. To find government documents, then, you will need to use the Monthly Catalog of U.S. Government Pub lications. This list of government documents printed or received by the Government Printing Office is organized as follows:

Indexes

At the end of each issue are several indexes that direct you to the list of publications in the front pages. You will probably need to use only three of these indexes, the subject, title, and author indexes which are described below. To save you time, cumulative indexes are published semiannually and annually. This means that you can avoid looking through the indexes of all 12 monthly issues for any year because there are annual author, title, and subject indexes which cover all issues of the year.

Subject Index

In most cases, this will be the index that you will start with to

identify government documents on your topic. To locate publications about astronauts in our space program, for example, you would look in the subject index of each monthly issue or annual cumulation under "astronauts." Below is an example:

Subject → Astronauts — United States — Biography — Portraits.
Title → Astronauts and cosmonauts biographical and statistical data report /,
Entry Number → 83-21511

The number listed after the title (83-21511) is called the entry number and is the number you should locate in the front pages of the issue for more information about the report and for the SUDOCS number.

Title Index

Use this index if you know the title of the government document you need. It is an alphabetical list of the titles of all publications included in the issue.

Assuring the availability of funds for decommissioning nuclear facilities : draft report /, 83-21282
Title → Astronauts and cosmonauts biographical and statistical data : report /, 83-21511 ← Entry Number
Atlanta, Georgia, metropolitan area, 83-20947

Author Index

Use this index if you know only the author of the publication you need. The author of a government document can be an individual, a government agency (like the U.S. Department of the Interior) or some other organization (the E.O. Hulbert Center for Space Research, for example).

Author → Smith, Marcia S.
Title → Astronauts and cosmonauts biographical and statistical data : report /, 83-
Entry Number → 21511

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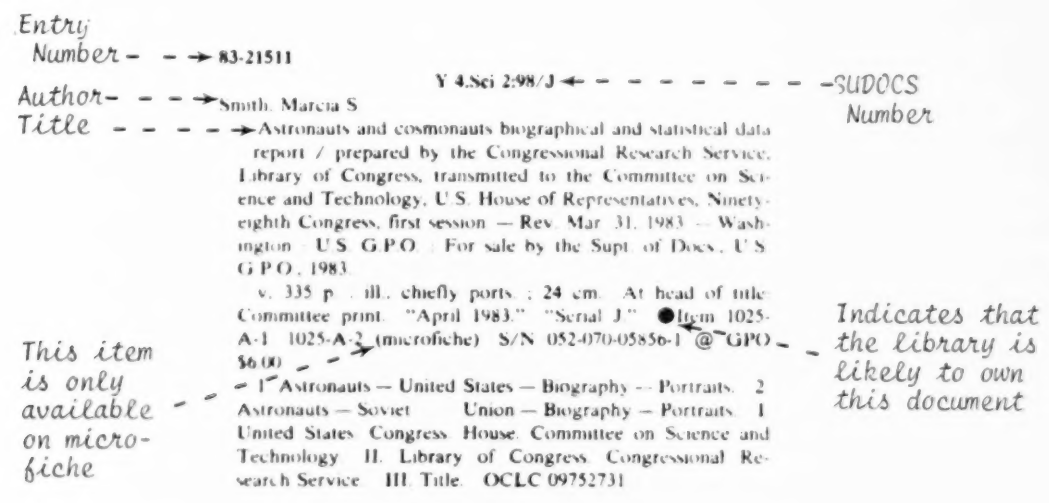
Abstracts

Below is an example of an abstract entry for a publication listed in an issue of the Monthly Catalog. Note the SUDOCS number centered above the rest of the information. This is the number you will use to locate the publication on the shelf.


Entry Number
83-21511
Y 4.Sci 2:98/J
SUDOCS Number
Author
Smith, Marcia S
Title
Astronauts and cosmonauts biographical and statistical data report / prepared by the Congressional Research Service, Library of Congress, transmitted to the Committee on Science and Technology, U.S. House of Representatives, Ninety-eighth Congress, first session. — Rev. Mar. 31, 1983. — Washington : U.S. G.P.O. : For sale by the Supt. of Docs., U.S. G.P.O., 1983.
v, 335 p. : ill., chiefly ports. ; 24 cm. At head of title: Committee print. "April 1983." "Serial J." Item 1025-A-1 1025-A-2 (microfiche) S/N 052-070-05856-1 @ GPO $6.00
1. Astronauts — United States — Biography — Portraits. 2. Astronauts — Soviet Union — Biography — Portraits. I. United States. Congress. House. Committee on Science and Technology. II. Library of Congress. Congressional Research Service. III. Title. OCLC 09752731
This item is only available on microfiche
Indicates that the library is likely to own this document

Review of Steps to Follow

1. Use the appropriate index and record the entry number for each document you wish to use.
2. Locate the entry numbers within the appropriate monthly issue.
3. Record the SUDOCS numbers of documents you wish to read.
4. Locate your documents on the shelves in the Government Documents section or go to the Reference Desk for assistance.

NOTE: Many government documents are now being published on microfiche and are not shelved with the rest of the documents. If you do not find the document you need on the shelf, please come to the Reference Desk. The librarians can check to see if the document is only available on microfiche. If the library does not own a document you need, you may want to fill out an Interlibrary Loan request at the Reference Desk. Allow 7-10 days for the document to arrive.

CONCLUSION

This Handbook has introduced you to the arrangement of books, serials, periodicals, government documents, and other materials in Ablah Library. In addition, you should now understand the tools that are used to locate information in these different formats. For example, LUIS--the library's computer catalog--is used to locate books by author, title, or subject, and a variety of indexes are available to locate government documents and periodical or newspaper articles on many different subjects.

We suggest you take a walking tour to familiarize yourself with the library's layout. In addition, to get the most benefit from the explanations in this Handbook, you should come to the library for hands-on experience using LUIS and other reference tools on the first floor. Please remember that Reference Librarians are available to provide you with assistance at any point throughout your research if you need additional clarification.

GLOSSARY OF TERMS

Abstract - 1) A summary; 2) A source which compiles by subject, author, or title a list of all articles in a selected group of periodicals and includes a summary of each article (page 25).

Annual Report - A publication put out by each publicly owned corporation for its stockholders. Tells of the company's progress, etc., during the year (page 7).

Bibliographic Record - Information provided by the LUIS system about a book. Includes the book's author, title, publisher, place of publication and date of publication. The book's location in the library is given as well (page 11).

Bibliography - A list of citations or references on a particular topic. Bibliographies can appear at the end of a book, journal, or encyclopedia article, or in a separate publication (page 20).

Book - May also be referred to as a monograph.

Call Number - A combination of letters and numbers which provides a unique description of each item in the library's collection. Also serves as the location number for these items (page 14).

Card Catalog - A card file, arranged by author, title, and subject, which lists all items owned by a library (Page 12).

Circulation Desk - Location in each library where you check out or renew items, ask about missing items, or inquire about fines (page 3).

Citation - A citation is a reference or footnote to an item. It contains author, title, date of publication, and any other information needed to locate the item (page 22).

Classification Scheme - A classification system which uses numbers and or letters to represent the subject content of materials. The WSU Library uses the Library of Congress classification scheme (page 15).

Dictionary - Source which provides word definition and correct grammatical usage. Dictionaries may be either general or subject specific (page 5).

Encyclopedia - General information source which provides articles on various branches of knowledge (page 5).

Government Documents - Publications of the many agencies and departments of the U.S. Government. Government Documents are arranged by their own classification scheme called SUDOCS numbers (page 6).

Handbook - General information source which provides quick reference for a given subject area. Handbooks may be general or subject specific. The World Almanac is an example of a handbook (page 5).

Hold - If the book that you need is checked out, the Circulation Desk will "hold" the book for you for seven days when it is returned (page 3).

Holdings - The materials owned by a library (page 23).

Index - Tool which compiles by author, title, or subject citations to articles in a selected group of periodicals, newspapers, etc. (pages 21).

Issue - A compilation of 5 or more articles grouped to form an issue of a periodical. In the WSU Library, issues are combined at the end of the year to form bound volumes (page 20).

LUIS - Acronym for **L**ibrary **U**ser **I**nformation **S**ervice, the library's computerized version of the card catalog (page 9).

Library of Congress Subject Headings - A list of all the subject headings you may look under to find materials in both LUIS and the card catalog (page 11).

Microform - Photographically reduced images of newspapers, magazines, books, etc., available in three formats--microfilm, microfiche, and microcard (page 6).

Online Database - A Computer database which provides access by author, title, and subject to journal articles or other literature (p. 27).

Periodical - Materials published at regular intervals and intended to be continued indefinitely. Examples are magazines and journals (page 20).

Recall - When a book that you need has been checked out to another person for more than two weeks, the Circulation Desk will ask that person to return the book and then will hold it for you (page 3).

Reference Collection - Includes information sources such as encyclopedias, handbooks, dictionaries, almanacs, directories and indexes (page 5).

Search - When an item that you need is not on the shelf and is not checked out by another person, the staff at the Circulation Desk will literally "search" the building for the item for you (page 3).

See Reference - Found in indexes to periodicals and the Library of Congress Subject Headings. Tells you to look under, or "see," a different subject term in the same index volume for articles on that topic (page 21).

See Also Reference - Found in indexes to periodicals and the Library of Congress Subject Headings. Suggests additional terms you may wish to look under in the same index volume for more items (page 21).

Serial - Works that are issued in a series and that are published less than three times per year (pages 23).

Stacks - The shelving on the second and third floors of the library and in the basement (page 24).

Tracings - The area of the screen on LUIS, and also on the catalog card, which shows additional subject headings under which that book will be listed. You may want to check under these terms for additional material (page 11).

Truncation - The method by which you shorten a term that you type into the LUIS system when you are unsure of how to spell words or names or you wish to broaden your search (page 10).

APPENDIX A

FACILITIES

Copy Machines

Five copiers are located just outside the Heimple Room on the first floor of the library. Additional copy machines are located on the 2nd floor and in the basement.

Typewriters

IBM electric typewriters for student use are located in the Microforms Room. These typewriters may be used at the rate of 60¢/hour. To use the typewriters, sign up at the Reserve Desk.

Group Study Rooms

Small rooms for group study are located at the North and South ends of the 2nd and 3rd floors. These rooms are available on a first-come first-served basis.

Lost and Found

The library's lost and found is located at the Circulation Desk.

On-Campus and Pay Phones

A free on-campus phone is located near the Information Desk on the first floor. Two pay phones are located in the student lounge in the basement.

Pencils, Pens, and Paper

These materials may be purchased from dispensers across from the Reserve Desk on the main floor.

APPENDIX B

Library Skills Test
Books

1. Individual articles in newspapers and magazines can be located by using either LUIS or the card catalog. True False

2. After typing a command into LUIS, which key must be pressed to activate the system?
   a. space bar
   b. ENTER key
   c. return
   d. left arrow

3. LUIS is more up-to-date than the card catalog. True False

4. After obtaining call numbers for the books one wants, one should:
   a. go to the basement as all books are shelved there
   b. go to the Circulation Desk and ask them to get the book
   c. refer to the stack guide to determine on which floor the book will be located

5. When typing a request into LUIS, it is very important to capitalize and to include any punctuation. True False

6. When working with LUIS, if you are unsure of how to proceed with a search, you should:
   a. refer to the instructions at the bottom of each screen.
   b. ask a Reference Librarian
   c. give up and leave
   d. either a or b

7. To determine which words can be looked up as subject words in either LUIS or the card catalog, one should consult:
   a. a dictionary
   b. a literary handbook
   c. the Library of Congress Subject Headings
   d. an encyclopedia

8. The stacks are those areas of the library in which you will find stacks of old newspapers. True False

9. The third line of the call number consists of a decimal point, a letter and a number. The number is read as:
   a. A whole number
   b. A decimal number

10. When using LUIS, if you are unsure of how to spell a word or name, you should truncate, i.e., type only as much of a name or phrase as is necessary to identify the item you want. True False

APPENDIX C

Library Skills Test
Periodicals

1. A periodical is a publication which

   a. contains a collection of magazine or journal articles
   b. is published once and then bound
   c. is issued several times a year
   d. is less current than a book
   e. both a and c
   d. both b and d

2. Serials are published less than 3 times a year. True False

3. To find a list of articles on Cuban Americans, you would first use

   a. the computer printout
   b. an index
   c. the card catalog
   d. none of the above

4. A "see also" heading in an index

   a. refers you to a different subject index
   b. suggests additional term(s) you may wish to look under in that same index volume
   c. informs you that heading is not used in that index
   d. none of the above

5. A citation in Reader's Guide to Periodical Literature gives you

   a. author and title of article
   b. title and volume of periodical
   c, Date and page of article
   d. both a and c
   e. all of the above
   f. none of the above

6. The computer printout includes current library subscriptions but not those titles the library has discontinued. True False

7. Bound and unbound issues of periodicals are intershelved with books. True False

8. An abstract

   a. is divided into two sections
   b. lists articles by date only
   c. provides a summary of each article
   d. both a and c
   e. all of the above

9. Interlibrary Loan will take aproximately 5 to 10 days to get your article for you. True False

10. Government Documents are located under SUDOCS numbers. True False

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